

PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
24 November 1988 - 06 December 1988

*Report in
DPA with
week with
updated data*

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

B. The Office of Logistics, Printing and Photography Group (OL/P&PG) has agreed on a 30-day test basis to revise its production agreement with the Foreign Broadcast Information Service (FBIS) on their Daily publications. A new total of 560 pages was agreed upon which equates to 528 pages total for the eight Daily books and 32 pages total for two Annexes. FBIS will provide P&PG two of these books each day at a time early enough for them to be on the press by 1500 hours. All Annexes must be printed in 16 page booklets to facilitate printing on the web press. The previous total page count was 480 with no restrictions on the number or size of Annexes.

C. The Office of Logistics, Printing and Photography Group (OL/P&PG), Copier Management Program (CMP) has met with members of

the Office of Logistics, Agency Contracts Group (OL/ACG), Office of Finance, Accounts Payable Operations Group (OF/APOG) and representatives from Xerox to review a billing error. Xerox acknowledged an error in which they billed us for \$58,945.87 to be paid out of FY-87 contracts. Based on the information that was presented at this meeting, Xerox agreed to nullify the invoicing error. One additional FY-87 contract payment issue was discussed and presented to Xerox which might result in further credit to the Agency. [REDACTED]

D. As part of the Office of Logistics, Printing and Photography Group's (OL/P&PG's) on-going customer service effort, Photography Branch personnel met with an Office of Technical Services (OTS) customer on 30 November to discuss a problem concerning the duplication of their 35mm transparencies. The problem concerns improper splicing of several rolls of film by OTS technicians. This film consequently will not run in our processing equipment. P&PG has spent many hours resplicing these jobs, resulting in some jobs occasionally being late. We have loaned OTS a sprocket splicer which, hopefully, will correct the problem. [REDACTED]

E. A priority request for the electronic imaging of 14 slides and 14 vugraphs was received by the Office of Logistics, Printing and Photography Group (OL/P&PG) on 30 November at 1800 hours from the Office of Security, Polygraph Division. This material was delivered to the Color Lab for overnight processing and was ready for pick-up at 0700 hours the next morning. [REDACTED]

F. The Office of Personnel has requested graphic support from the Office of Logistics, Printing and Photography Group (OL/P&PG) for a presentation covering the Flexible Benefits Program for Agency employees. This presentation consists of a wide variety of complex graphic, text and numeric charts which has grown from an original total of 48 to a current total of 63. The 15 additional graphics were completed and received by the client as scheduled. [REDACTED]

C O N F I D E N T I A L

III. Upcoming Events:

None.

IV. Management Concerns and Activities:

None.

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C O N F I D E N T I A L

Data from the various contributors to the 1990-1991 Congressional Budget Justification Book (CBBJ) is being received by the Office of Logistics, Printing and Photography Group (OL/P&PG) at a very slow pace. It appears that only four of the fourteen contributors are making an attempt to meet the deadlines proposed by the CBBJ coordinator. To date, less than 10 percent of the needed material has been received. OL/P&PG is working closely with the CBBJ coordinator and the various contributors and has alerted the coordinator that even if progress on this project significantly improves, it is doubtful that the 3 January 1989 target date for completion can be met.

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